

INSTRUCTIONS
NOTICE OF INTENT TO PROCEED TO JUDGMENT

1. Fill out and sign the *Notice of Intent to Proceed to Judgment*.
2. Make **three** copies.
3. Have someone other than you mail **one copy** of the *Notice of Intent to Proceed to Judgment* to your spouse at his or her last known address.
4. The person who mailed the *Notice* fills out the *Affidavit of Service by Mail* and attaches one copy of the *Notice of Intent to Proceed to Judgment*.
5. Keep one copy of the *Notice* for your records. You will need to file the original *Notice* and the *Affidavit of Service by Mail* with the Court after your server returns the *Affidavit* to you.